



WILLIAM T FUJIOKA  
Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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*"To Enrich Lives Through Effective And Caring Service"*

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March 05, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
AS-NEEDED ARCHITECTURAL/ENGINEERING DESIGN SERVICES  
AWARD CONSULTANT SERVICES AGREEMENTS  
VARIOUS FIRE STATIONS AND FIRE CAMPS  
(ALL DISTRICTS)  
(3 VOTES)**

**SUBJECT**

This is a joint recommendation with the Fire Chief that the Board, acting as the Governing Body of the Consolidated Fire Protection District, take the following actions: award and authorize the Department of Public Works to execute as-needed architectural/engineering design consultant services agreements with Cannon Corporation and Pacific Advanced Civil Engineering, Inc., to provide design and construction administration services for the replacement and/or refurbishment of existing on-site wastewater treatment systems, potable water treatment systems, and various building and site upgrades at Fire District facilities, including fire stations and fire camps, located throughout the County of Los Angeles.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Award and authorize the Director of Public Works, or her designee, to execute as-needed architectural/engineering design consultant services agreements with Cannon Corporation and Pacific Advanced Civil Engineering, Inc., for a \$1,500,000 not-to-exceed amount each. These consultant services agreements will be for a 3-year term with two 1-year renewal options commencing on the date of the initial notice to proceed. Where services for a given project are started, but are not completed prior to the agreement expiration date, the expiration date will be

automatically extended as necessary to allow for completion of such services.

2. Delegate authority to the Director of Public Works, or her designee, to exercise the two 1-year renewal options.

## **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will allow the Department of Public Works (Public Works) to award and execute as-needed architectural/engineering (A/E) design consultant services agreements (Agreements) with Cannon Corporation (Cannon) and Pacific Advanced Civil Engineering, Inc. (PACE), (two agreements, one agreement per consultant) to provide as-needed design and construction administration consultant services for the replacement and/or refurbishment of existing on-site wastewater treatment systems, potable water treatment systems, and various building and site upgrades at various Fire District facilities, including fire stations and fire camps, located throughout the County of Los Angeles (County).

When consultant services are required for design and construction administration services, a scope of work and work order will be negotiated and authorized within contract imitations. The Agreements with Cannon and PACE will be awarded for a 3-year term with two 1-year renewal options to extend the contract at Public Works' discretion for a total potential contract period of five years effective upon issuance of the first notice to proceed. To ensure that there is no loss of continuity of services, the Agreements have been drafted such that the expiration date of the Agreements is subject to the following condition: Where services for a given scope of work have started, but are not completed, prior to the Agreement's expiration date, the expiration date will be automatically extended, as necessary, to allow for completion of such services. In all events, however, the work authorizations will be subject to the maximum monetary cap.

## **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service. The execution of these Agreements will achieve this goal by providing as-needed design and construction administration consultant services for various County Fire District facilities, including fire stations and fire camps.

## **FISCAL IMPACT/FINANCING**

The recommended Agreements with Cannon and PACE are for a \$1,500,000 not to exceed amount each. The Agreements will be funded by various County capital and/or refurbishment projects. Sufficient funding for the specified A/E services (plans and specifications) will be budgeted in the Project budgets, which shall be recommended for the Board's approval.

### **Operational Budget Impact**

There will be no impact to the current operating budget.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Agreements with Cannon and PACE will contain terms and conditions supporting the Board's

ordinances, policies, and programs, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs; Board Policy 5.060, Reporting of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

### **ENVIRONMENTAL DOCUMENTATION**

Awarding these Agreements will have no potential impact on the environment and is not subject to the California Environmental Quality Act (CEQA).

The recommended action to award the Agreements to Cannon and PACE are not a project pursuant to CEQA because it is an activity that is exempt from the definition of a project by Section 15378(b) of the State CEQA Guidelines. The proposed action is an administrative activity of government, which will not result in direct or indirect physical changes to the environment. Public Works will return to the Board, as necessary, for consideration of appropriate environmental documentation pursuant to CEQA prior to the commencement of any work.

### **CONTRACTING PROCESS**

Standard consultant services Agreements, in the form previously approved by County Counsel, as revised to provide for the aforementioned specialized expiration date provisions, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract. The recommended Agreements were solicited on an open competitive basis and are in accordance with applicable Federal, State, and County requirements.

On August 13, 2012, Public Works issued a Request for Proposals (RFPs) to 34 qualified firms for as-needed A/E design and construction administration services for various Fire District facilities. On September 6, 2012, six proposals were received. An evaluation committee comprised of staff from the Chief Executive Office, Fire District, and Public Works evaluated the proposals. The evaluation was based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. The evaluation was completed without regard to race, creed, color, or gender. Based on the review and evaluation of the proposals, Cannon and PACE were selected as the most qualified firms to provide the requested services.

As required by the Board on February 3, 1998, this contract opportunity was listed on the Doing Business with Us website.

Cannon's and PACE's Community Business Enterprises participation data and 3-year contracting histories with the County are on file with Public Works.

The RFPs and the Agreements include a Cost of Living adjustment provision in accordance with the Board's policy, which was approved on January 29, 2002.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no impact on current County services or projects as a result of authorizing the recommended Agreements.

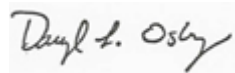
**CONCLUSION**

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division; Fire District; and Public Works, Project Management Division II.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer



DARYL L. OSBY  
FIRE CHIEF, FORESTER & FIRE WARDEN

WTF:RLR:DJT  
SW:CY:zu

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Internal Services  
Public Works